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## **Position Description**

### **A. Job Specifications**

<b>Job Title:</b>	Weekend Hosts
<b>Department:</b>	Residential Services
<b>Accountable to:</b>	Residential Services Manager
<b>Commencement Date:</b>	7 <sup>th</sup> February 2019
<b>Wage Range:</b>	Volunteer position

### **B. Summary of the Position**

This role is a very important one in the life of Nungalinya College. Students from remote communities study at the College by intensives of 2-4 weeks, and mostly arrive at the weekend. The role of the host is to make students feel welcome and cared for, to do airport pick up and drop offs, settle students in their rooms, and be available for any help or emergencies that might occur at the weekend. The role includes a security component that involves locking and unlocking gates and buildings, and being responsible to deal with disturbances with the expectation that the host will call the police if anything serious occurs.

On quieter weekends, the hosts would also help students to get to church, and possibly organise outings.

This role is suitable for an active and energetic person who may be either a student interested in Indigenous ministry, or perhaps a retired person wishing to continue involvement with Indigenous ministry. It would be suitable for either a single person or a married couple. The position requires living on campus at least on weekends.

While there is no wage available for the position, accommodation and food (when students are in residence) is provided on campus. Accommodation will be a 2 bedroom unit located close to student accommodation.

A commitment of at least 2 terms and preferably the whole academic year is required.

### **C. Qualifications and Experience**

1. A committed Christian believer and church member
2. Experience working with Indigenous people
3. Flexibility and ability to cope with possibly long days on weekends
4. A current manual NT Driver's licence (to be obtained if an interstate one)
5. First Aid Certificate (or willingness to obtain once at Nungalinya at College expense)

## **D. Personal Characteristics**

1. Willingness to work sensitively within an environment that values Indigenous culture and Christian values.
2. Flexibility, patience and good boundaries.
3. A willingness to learn

## **E. Key Performance Indicators**

1. Students are made to feel welcome and safe when they arrive from communities.
  - Students are collected and dropped off at transport
  - Students are shown their rooms, and made comfortable on arrival
  - Students may be assisted with weekend activities such as attending church and perhaps occasional outings depending on other demands.
2. The College area is maintained as a safe and secure environment for students and staff
  - On weekends gates are unlocked at 7am (or earlier if required) and locked at 9pm.
  - Dining Room and any other buildings required on the weekend are locked and unlocked
  - Be on call for students in case of emergencies at the weekends (a mobile phone is provided for this purpose)
3. Residential services staff working at weekends are supported and encouraged
  - Open the dining room and oversee a continental breakfast for students
  - Provide occasional assistance to cooking and cleaning staff during staff absences or very busy periods.
  - Provide some oversight and accountability for weekend staff
4. Other duties as required
  - Attend a monthly staff meeting on Wednesday afternoon if available

## **F: Selection Criteria**

- A demonstrated knowledge and understanding of Indigenous societies, and cultures and an understanding of the issues affecting Indigenous people in contemporary Australian society and the diversity of circumstances of Indigenous people; and
- A demonstrated ability to communicate sensitively and effectively, including the requirement for proper negotiation and consultation with Indigenous people on matters relevant to the delivery of education services to Indigenous people.

## **G. Police Check and Ochre Card**

All staff at Nungalinya are required to pass a Police Check and obtain an Ochre Card (for working with children). This is at the employee's expense and must be applied for at the time of commencing work.

If you cannot satisfactorily pass the Police Check and Ochre Card, you must discuss this with the College prior to commencing employment.